

**DRAFT**

**Center for Crime Victim Services  
Board Meeting Minutes  
July 17, 2023**

**Board Members Present:** Bob Paolini, Susan Ide, Richard Katzman.

**Absent:** Alycia Post, Susan Carr. **Staff Members Present:** Jennifer Poehlmann, Julie Frailey, Melinda Meyer. **Absent:** Carol Morgan, Jodie Bacon, Abby Gladstone-Strobel, Maria Gibbs, Michelle Pelletier, Carol Brochu, Gene Nelson.

The meeting was called to order at 12:00 PM.

**REVIEW MINUTES OF LAST MEETING**

The Board reviewed the meeting minutes of June 12, 2023, and unanimously approved them as presented.

**REVIEW OF PROPOSED UPDATES TO CCVS EMPLOYEE HANDBOOK**

Julie Frailey, Human Resources Generalist, advised the Board on proposed updates to the CCVS Employee Handbook, related to the following: Inclusivity, Diversity, Equity & Accessibility (IDEA) policy; staff travel-time; remote work considerations; bereavement leave; combined time-off (CTO); staff leave related to crime victimization; holidays; sick-bank; Vermont parental & family leave; health reimbursement agreement (HRA); life insurance; and tuition reimbursement. Richard Katzman motioned to approve, Susan Ide seconded the motion, and the Board voted unanimously to approve the proposed updates.

**COMPENSATION PROGRAM REPORT**

No Compensation Program report was presented this month.

**RESTITUTION UNIT REPORT**

No Restitution Unit report was presented this month.

**FINANCIAL REPORT**

No Financial Report was presented this month.

**CENTER UPDATE**

No Center Update was presented this month.

**MEETING ADJOURNED:** Motion was made, seconded, and voted unanimously to adjourn. Adjourned at 12:30 PM.

**Next VCCVS Board Meeting Date:**  
**Monday, August 21, 2023**  
**1:30 PM**  
**In the conference room at**  
**60 South Main Street, Waterbury.**